

CHECKLIST FOR FILING YOUR TAX RETURN 2016

| Topic | Receipt / Document required | |
|--|--|--------------------------|
| General | | |
| Tax return 2016 (with possible authorized extended terms) | Original tax return form and list of securities | <input type="checkbox"/> |
| Tax Return 2015 | Copy | <input type="checkbox"/> |
| Current final tax assessment and tax bill | Copy | <input type="checkbox"/> |
| Change of personal, marital and family status in current fiscal year since last tax return | If yes, details of change | <input type="checkbox"/> |
| Changes of securities and/or assets in current fiscal year | If yes, details of change | <input type="checkbox"/> |
| Details of persons who I financially supported in 2016 | Name, address, proof of payment | <input type="checkbox"/> |
| Income | | |
| From employer | Salary certificate | <input type="checkbox"/> |
| Income from self-employment | Financial report 2015, financial statements (balance sheet / income statement) | <input type="checkbox"/> |
| AHV, pension fund, pensions and insurances | Relevant proofs/confirmations | <input type="checkbox"/> |
| Unemployment insurance | Relevant proofs/confirmations | <input type="checkbox"/> |
| Board member fees, attendance fees, daily allowances, child support, alimony | Relevant proofs/confirmations | <input type="checkbox"/> |
| Housing rights, beneficiaries, lottery winnings | Relevant proofs/confirmations | <input type="checkbox"/> |
| Assets and Capital / Income from Assets / Debts | | |
| Accounts, securities, personal loans | Interest rate and balance statements, tax statements as of 31/12/2016 | <input type="checkbox"/> |
| Dividends and other income from securities | Credit notes | <input type="checkbox"/> |
| Purchase and sale of securities | Relevant proofs/confirmations | <input type="checkbox"/> |
| Received stock options and shares | Relevant proofs/confirmations | <input type="checkbox"/> |
| Life Insurances | Surrender value of certificates | <input type="checkbox"/> |
| Vehicles | Year of purchase, purchase price | <input type="checkbox"/> |
| Received grants from pension funds, 3a, etc. | Settlement document | <input type="checkbox"/> |
| Other assets: vehicles, boats, precious metal, gold, jewellery, horses, art, etc. | Details | <input type="checkbox"/> |
| Credits, loans, leasing | Interest rate and balance statements as of 31/12/2016 | <input type="checkbox"/> |
| Real Estate | | |
| Property tax value and imputed rental value | Tax value certificate from your municipality | <input type="checkbox"/> |
| Mortgages and interest on mortgages | Interest rate and balance statements as of 31/12/2016 | <input type="checkbox"/> |
| Income from rent/lease | Relevant proofs/confirmations | <input type="checkbox"/> |
| Appartment expenses, real estate investments, service & maintenance costs | Relevant proofs/confirmations | <input type="checkbox"/> |
| Professional Expenses | | |
| Expenditures professional, educational | Evidence and proof of payment | <input type="checkbox"/> |
| Travel expenses | List of mileage, expenses on public transport | <input type="checkbox"/> |
| Home office expenses | Confirmation from employer | <input type="checkbox"/> |
| Expenses not reimbursed by employer | Receipts | <input type="checkbox"/> |
| Other Expenses | | |
| Non reimbursed health care costs | Relevant proofs/confirmations | <input type="checkbox"/> |
| Deposited 3a contributions, pension fund purchases | Bank/insurance statements | <input type="checkbox"/> |
| Insurance costs (life, health, accident) | Proof of payment | <input type="checkbox"/> |
| Reimbursements for health care by IPV ("Individuelle Prämienvorbilligung") | Proof of refunds | <input type="checkbox"/> |
| Alimony | Proof of payment | <input type="checkbox"/> |
| Child care costs | Receipts | <input type="checkbox"/> |
| Charities, membership fees, political financial support | Receipts | <input type="checkbox"/> |
| Grants | | |
| Inheritance, gifts | Relevant documents | <input type="checkbox"/> |